



2023-2024 Satisfactory Academic Progress (SAP) Appeal Instructions

Federal and State regulations governing student financial aid require aid recipients maintain standards of reasonable academic progress towards completion of their degree or certificate. Please visit our website for a complete description of the [Satisfactory Academic Progress Policy](#).

Appeal Process: Students who are deemed **ineligible to receive financial aid** for not meeting satisfactory academic progress (SAP) standards and have extenuating circumstances beyond their control may submit a SAP appeal to the Office of Financial Aid and Scholarships. Here are examples of conditions that would be considered: Death of family member, your own serious illness or injury, approved medical withdrawal, compulsory military duty, and extreme personal hardship. Appeals will NOT be viewed favorably for reasons such as: Situations that could have been anticipated, dissatisfaction with course materials or instructor, lack of motivation, change in majors, participation of extracurricular activities, or unit overload.

For a more details, please refer to the [SAP policy](#).

Special Note: Appeal review may take a minimum of 3 to 4 weeks. You will be notified by email of our decision. **If additional documentation is requested, you must resubmit ALL documents for review.** If you have registered for classes or intend to register for classes, [you are responsible for paying your registration fees by the payment deadline.](#)

Appeal Instructions and Deadline: All appeals must be submitted **BEFORE** census date within the term you are requesting consideration for aid re-instatement.

STEP 1: Complete and sign the 2023-2024 Satisfactory Academic Progress (SAP) Appeal Form.

STEP 2: Submit a typed, signed statement of explanation. Your statement must clearly explain the following:

1. What were the circumstances beyond your control that prevented you from meeting the satisfactory academic progress standards?
2. What was your responsibility for these events?
3. How have your circumstances changed so that academic success will be maximized?
4. What steps have you taken to ensure you will make Satisfactory Academic Progress in the future?

STEP 3: Attach Supporting Documentation:

Depending on your circumstances and the nature of the appeal, you are strongly encouraged to submit supporting documents (i.e., letter from your doctor, copy of a death certificate, etc.) along with your signed statement.

SAP Appeals for **not meeting minimum cumulative GPA** must include:

- Appeal form and a signed, detailed statement explaining circumstances listed in step 2.

SAP Appeals for **not meeting pace of completion** must include:

- Appeal form and a signed, detailed statement explaining circumstances listed in step 2.

SAP Appeals for **excessive units beyond the maximum time frame of aid eligibility for degree completion** must include:

- Appeal form, and a signed, detailed statement explaining circumstances listed in step 2.
- Completed Academic Plan form which lists **ALL** remaining courses required to complete your degree and expected term of graduation. Attach additional page(s) if needed. The form must have the Academic Advisors signature, email, and phone number.



2023-2024 Satisfactory Academic Progress (SAP) Appeal Form

Last Name _____ First Name _____

Coyote ID# _____ Ph# _____

1. Select the term you are appealing for aid reinstatement consideration:

Fall Spring Summer

2. Select the reason(s) for your appeal (check all that apply):

- Minimum Cumulative Grade Point Average or Two Years of Study Minimum GPA Not Met
- Minimum Required Unit Completion/Earned Not Met
- Maximum Time Frame or Units Allowed of Aid Eligibility for Degree Completion Exceeded

3. Attach a statement of explanation (see instructions listed on previous page).

4. Attach supporting documents and if required, an academic plan (see instructions listed on previous page).

Student Statements of Understanding

My signature below acknowledges the following:

- The information on this form and in any attachments is complete and accurate. I authorize the Office of Financial Aid and Scholarships to verify any information submitted.
- I understand that the submission of this appeal does not guarantee reinstatement of financial aid and that I am responsible for any account balance should I decide to continue enrollment.
- I understand the SAP Appeal review process may take a minimum of 3 to 4 weeks (or longer) and I am responsible for paying my registration fees by the payment deadlines specified in the "Schedule of Classes" to register for classes or avoid being dropped from my classes.
- I understand that my complete appeal documents must be submitted BEFORE the census date of the term in which I wish to be considered for aid reinstatement. If the appeal is submitted after census date, it will not be reviewed or considered for possible aid reinstatement for the current term.

Student's Signature: _____ **Date:** _____